



RECORDS RETENTION AND DISPOSITION SCHEDULE

Finance Authority, Indiana. Recreational Development Commission.

| Agency: Recreational Development Commission | | Division: | |
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| ITEM NO. | RECORD SERIES | TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis) | RETENTION PERIOD |
| 1 | 99-39 | RECREATIONAL DEVELOPMENT COMMISSION PROJECT FILES Pursuant to IC 5-1.2-2-53 and IC 5-1.2-6-1, the Recreational Development Commission is responsible for projects in state parks, including facilities, renovations, improvements, and/or water and land acquisition. The Commission takes title to the project and leases it back to the Department of Natural Resources. Retention partially based on IC 5-1.2-4-9. | TRANSFER to the RECORDS CENTER two (2) years after project completion and after receipt of private and STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after an additional twenty-five (25) years in the RECORDS CENTER. |
| 2 | 99-40 | PRIVATE INDEPENDENT AUDIT REPORTS Pursuant to IC 15-1.2-4-29, the Commission shall have an audit of the Commission's books and accounts at least one (1) time each year by certified public accounts. This audit is also filed with the State Board of Accounts. | DESTROY ten (10) years after the end of the audit period. |
| 3 | 99-41 | BOND CORRESPONDENCE Board correspondence is related to the bond issue for a project and is typically payment related; file may include any other related correspondence or documents not found in the project files. | TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after project completion and all payments on the bond issue are completed and after STATE BOARD OF ACCOUNTS Audit Reports and satisfaction of unsettled charges. |